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# **Welcome to the Accommodations Q&A Session for Spring 2018 Testing**

**Please call: 1.888.793.5581**

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# Topics

**Please call: 1.888.793.5581**

1. Requesting ACT-approved accommodations and English Learner (EL) supports in TAA
2. Decision Notification
3. Requesting reconsideration
4. Searching by status and completing an advanced search
5. Common Missteps
6. Late Consideration
7. Ordering Practice Materials
8. TAA PIN Report

ACT phone: 800.553.6244, ext. 1788  
email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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# 1. Requesting ACT-Approved Accommodations and English Learner Supports: Resources

- The Test Accessibility and Accommodations (TAA) Login Screen:  
<https://readiness.act.org/ccr/app/home>
- TAA User Guide:  
[www.act.org/content/dam/act/unsecured/documents/user-guide-test-accessibility-and-accommodations-2016-08-16.pdf](http://www.act.org/content/dam/act/unsecured/documents/user-guide-test-accessibility-and-accommodations-2016-08-16.pdf)
- Training videos:  
<http://www.act.org/content/act/en/products-and-services/the-act-educator/accommodations.html>
- Consent to Release Information to ACT  
<http://www.act.org/content/dam/act/unsecured/documents/TAA%20Consent%20to%20Release%20Information%20to%20ACT.pdf>

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# 1. Requesting ACT-Approved Accommodations and English Learner Supports: Resources

- ACT Approved Accommodations Policy for Documentation:  
<http://www.act.org/content/dam/act/unsecured/documents/6368%20ACT%20Policy%20for%20Documentation-Web.pdf>
- ACT Policy for Supporting English Learners:  
<http://www.act.org/content/dam/act/secured/documents/act-policy-for-supporting-english-learners.pdf>
- Success for You and Your Students:  
<http://www.act.org/content/dam/act/unsecured/documents/SuccessforYouandYourStudentsACTTestAccoms.pdf>
- Accommodations vs. Arrangements:  
<http://www.act.org/content/dam/act/unsecured/documents/AccomsvsArrangements-SandD.pdf>

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## 1. Submitting Requests in TAA: TAA URL

<https://readiness.act.org/ccr/app/home>

# 1. Submitting Requests in TAA: Log In Screen

We are currently transitioning our systems to an updated sign in experience.

**Let us know below what you are trying to do and we will point you in the right direction**

Order Materials

[Go to Ordering](#)

Request Test Accommodations and English Learner Supports

[Go to TAA](#)

**IMPORTANT NOTE:** If you are a Supplier in ACT's Supplier Registration and Payment System (SRPS), please use the same email address to create an account in the Test Accessibility and Accommodations System (TAA). If you need assistance accessing your account, please contact ACT Customer Support at 877-789-2925.

## 1. Submitting Requests in TAA: Log In Screen

# Sign In

Sign in to Test Accessibility and Accommodations (TAA) or ACT Enroll  
If you are looking for access to another type of account [click here.](#)

☐ Show Password [Forgot password?](#)

**Sign In**

Don't have an account?  
[Create Account](#)

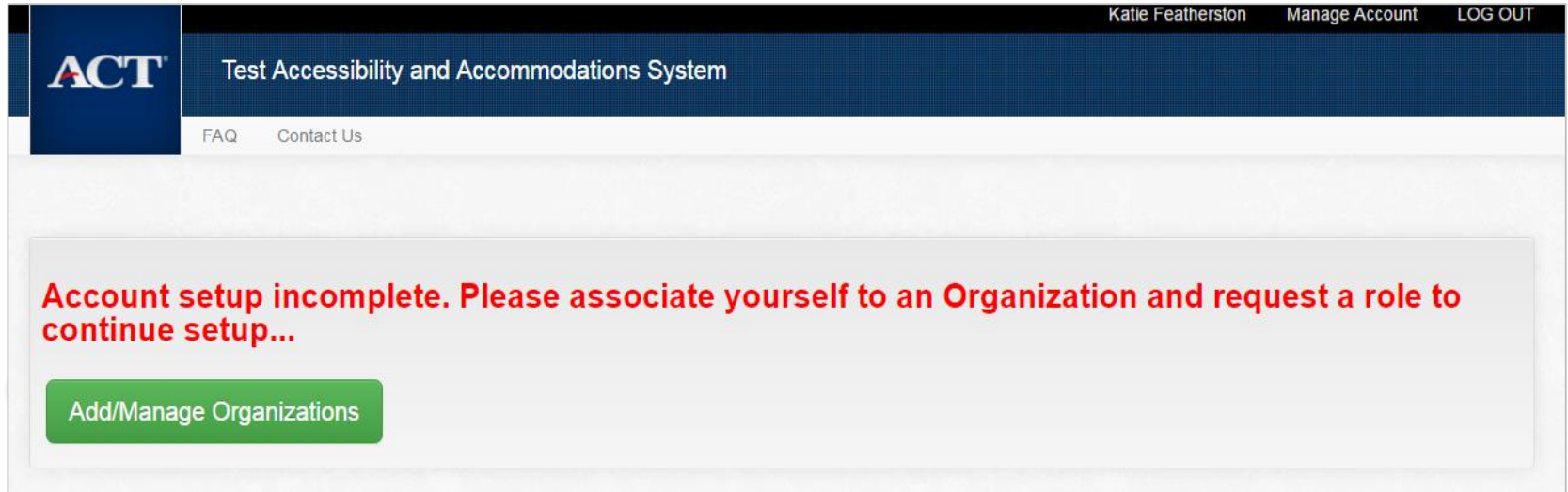
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## 1. Submitting Requests in TAA: Deadline

*All requests must be submitted by January 12, 2018*



# 1. Submitting Requests in TAA: Add Your Organization



The screenshot displays the ACT TAA system interface. At the top, a dark blue header bar contains the ACT logo on the left and the text "Test Accessibility and Accommodations System" in the center. To the right of the header, a black bar shows the user's name "Katie Featherston", a "Manage Account" link, and a "LOG OUT" link. Below the header, a light gray navigation bar includes links for "FAQ" and "Contact Us". The main content area features a prominent red error message: "Account setup incomplete. Please associate yourself to an Organization and request a role to continue setup...". Directly beneath this message is a green button labeled "Add/Manage Organizations".

# 1. Submitting Requests in TAA: Add Your Organization

[< Back to Test Accessibility and Accommodations System](#)

My Account

My Organizations

**IMPORTANT NOTE:** If you are having trouble locating your organization, please check that the country or state you have provided is correct. If the country and state are correct and you are still having trouble, try searching under "All Countries" or "All Cities." If you need further assistance, please contact ACT Customer Support at 877-861-3003.

Information!

Please select the organizations that you represent

< return to menu

All Countries

All States

All Cities

act high school

Add

CONTRACT HIGH SCHOOL  
2825 W MERCER WAY  
MERCER ISLAND, WA

ACT HIGH SCHOOL  
asd  
IOWA CITY, IA

ACT HIGH SCHOOL DISTRICT  
100 MAIN ST  
IOWA CITY, IA

# 1. Submitting Requests in TAA: Request TAA Access

## HIGHLAND PARK HIGH SCHOOL, HIGHLAND PARK, IL

Select the appropriate role below to gain access to the Test Accessibility and Accommodations System. Once approved, both test coordinators and test accommodations coordinators can request accommodations on behalf of examinees at your school.

**Test Coordinator:** Each school must have one test coordinator. The test coordinator's access is approved by ACT. Once the test coordinator has access, he/she can grant access to test accommodations coordinators.

**Test Accommodations Coordinator:** Do NOT request this access unless your school has a test coordinator with access to the Test Accessibility and Accommodations System. If your school has a test coordinator, request that he/she approves your test accommodations coordinator access. ACT does not approve access requests for test accommodations coordinators.

Cancel

Request Test Coordinator Role

Request Test Accommodations Coordinator Role

# 1. Submitting Requests in TAA: Request TAA Access

## Request Role

Test Coordinator Access Form

Are you an employee of an educational institution who needs to enter requests for test accommodations on behalf of examinees taking the ACT?

## Request Role

Test Coordinator Access Form

Do you agree to take responsibility for granting, revoking, and managing your educational institution's TAA roles/accesses?

## Request Role

Test Coordinator Access Form

Do you have permission and authority from your educational institution to access and disclose student-level data and other sensitive personal information related to accommodations requests you submit through TAA on the examinee's behalf?

# 1. Submitting Requests in TAA: Request TAA Access

## Request Role

### Test Coordinator Access Form

Please provide the name, title, phone number and email address of an administrator at your educational institution who can certify that you have permission and authority to access and disclose student-level data and other sensitive personal information that support the accommodations requests submitted through TAA on behalf of examinee(s).

**Do not include your name and contact information below. You cannot self-certify your access rights.**

\*Administrator Name: (Valid Characters are A to Z)

\*Administrator Title: (Valid Characters are A to Z)

\*Administrator Phone Number: (No dashes, e.g.

8777892925)

\*Administrator Email Address:

\* Required

Cancel

Save and Continue >

# 1. Submitting Requests in TAA: Search for Requests Before Entering a New Request

## Search for Requests in TAA Before Entering a New Request

To avoid entering more than one request for the same examinee, check to see if a request has already been started or submitted using these steps.

1. Type in the examinee's last name.

**Search Examinees**

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

Accommodations PIN  **1.** Last Name  First Name

**2.**

2. Click the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

# 1. Submitting Requests in TAA: Submitting an Action Required Request

**Examinees**

Sort any column below by clicking on the title.  
52 results.

[Download Search Results](#)

TAA PIN	State Student ID	ACT ID	Test	Last Name	First Name	Middle Initial	Status	Certification	Submitted Date	Submitted By
GMLIACYU	<a href="#">Edit</a>	86429753 <a href="#">Edit</a>	ACT National and Special Testing	BAILEY	GEORGE		Action Required			

# 1. Submitting Requests in TAA: Submitting an Action Required Request

## Request History for GEORGE BAILEY

Download, view, and print the Decision Notification, OR edit a request to submit for reconsideration.

### State Student ID

\*State Student ID

Update State Student ID

OR

### ACT ID

\*ACT ID

Update ACT ID

### Requests

Index	Test	Accommodations/Supports Requested	Status	Submitted Date	Submitted By	Action
1	ACT National and Special Testing	TC 5 - Standard time with stop-the-clock breaks (one day)	Action Required			Delete Request



# 1. Submitting Requests in TAA: Using the Blue Icon and Previous Button

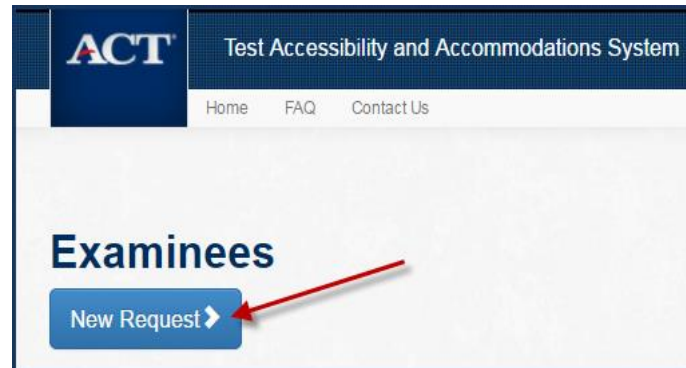
*Note: Wherever you see an (i) icon, you may hover over it for more information.*



*Note: Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*



# 1. Submitting Requests in TAA: Examinee Details



# 1. Submitting Requests in TAA: Examinee Details

ACT

Test Accessibility and Accommodations System

CASCADE HIGH SCHOOL, CLAYTON, IN

Katie Featherston

LOG OUT

Choose another organization

Home

FAQ

Contact Us

## New Request

1. Examinee

2. Test

3. Reason

4. Plan

5. Accommodations/Supports

6. Documentation

7. Review

Please ensure that a signed release of information to ACT is on file at school for this student prior to beginning a new request.  
Please access the [Test Accessibility and Accommodations User Guide](#) for instructions on how to navigate the system.

### Examinee Details Step 1 of 7

Examinee

Required fields marked \*

TAA PIN:

\*State Student ID

OR

\*ACT ID

\*First Name

Middle Initial

\*Last Name

\*Date of Birth (MM/DD/YYYY)

\*Country

\*Address

#### Previous Request Information

\*Has the examinee been previously approved for accommodations and/or supports by ACT?

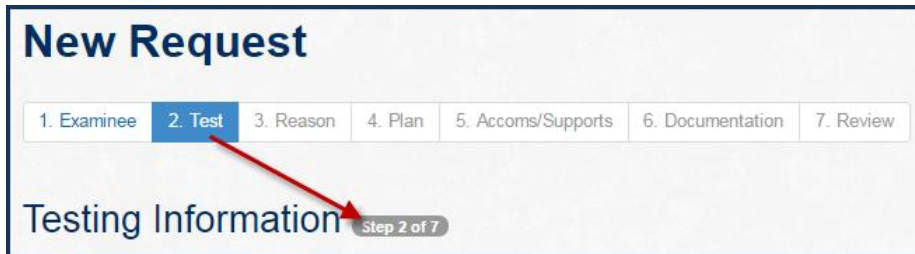
☐ Yes

☐ No

Save

Save and Continue >

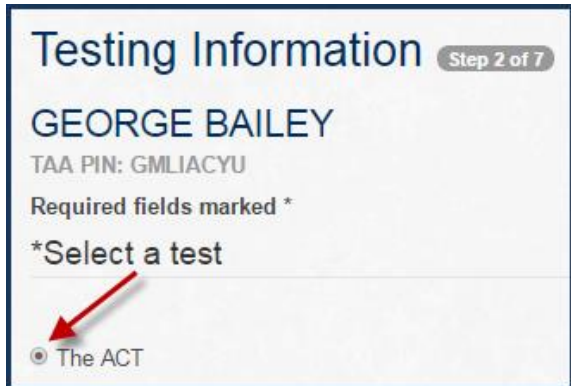
# 1. Submitting Requests in TAA: Testing Information



**New Request**

1. Examinee 2. Test 3. Reason 4. Plan 5. Accomplishments/Supports 6. Documentation 7. Review

Testing Information Step 2 of 7



**Testing Information** Step 2 of 7

GEORGE BAILEY

TAA PIN: GMLIACYU

Required fields marked \*

\*Select a test

☒ The ACT

# 1. Submitting Requests in TAA: Reason for Request

**\*Are you requesting ACT-approved accommodations for the examinee?**

☐ Yes

☒ No

**\*Are you requesting English Learner supports for the examinee?**

☐ Yes

☒ No

# 1. Submitting Requests in TAA: Reason for Request

Click the radio button next to all diagnosed disabilities that apply, and/or type in a specific diagnosis in the window provided for other disability.

## Diagnosed Disabilities Step 3 of 7

- Cognitive/Intellectual Disability
  - Intellectual Impairment (FSIQ=<85)-DSM 319.00
  - Traumatic Brain Injury
  - Post-Concussive Syndrome
- Learning Disability
  - Reading Disorder/Dyslexia – DSM 315.00
  - Math Disorder – DSM 315.1
  - Disorder of Written Expression – DSM 315.2
  - Speech/Language Disorder – DSM 315.39
- Motor Disability
  - Cerebral Palsy
  - Muscular Dystrophy
  - Quadriplegia/Paralysis of Upper Extremities
- Psychological Disability
  - Attention Deficit Disorder (ADHD) – DSM 314.00
  - Autism Spectrum Disorder – DSM 299.00
  - Anxiety Disorder
  - Depression
  - Emotional/Behavioral Disorder (school team)
  - PDD, Asperger's – DSM 299.80
  - Tourette's/Tic Disorder
- Sensory Disability
  - Blind/Legally Blind (in both eyes)
  - Deaf
  - Hearing Impairment
  - Visual Impairment
- Physical/Medical Disability
  - Diabetes
  - Migraines
  - Epilepsy/Seizures

- Other Disability
  - If the examinee's diagnosed condition(s) does not appear on the above list, type in a specific diagnosis in the other disability window.

### Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.

Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

- For example, if the examinee is confined to his or her home, or a medical facility, enter this under other disability.

- Click the **Save and Continue** button.

Save and Continue >

# 1. Submitting Requests in TAA: Reason for Request

Please Specify the examinee's native language.


- ☐ Spanish
- ☐ Mandarin(spoken)/Chinese Traditional(written)
- ☐ Mandarin(spoken)/Chinese Simplified(written)
- ☐ Cantonese(spoken)/Chinese Traditional(written)
- ☐ Cantonese(spoken)/Chinese Simplified(written)
- ☐ Arabic
- ☐ Russian
- ☐ French
- ☐ German
- ☐ Vietnamese
- ☐ Korean
- ☐ Haitian Creole
- ☐ Tagalog
- ☐ Somali
- ☐ Other - Please Specify:

# 1. Submitting Requests in TAA: Plan Details

**New Request**

1. Examinee 2. Test 3. Reason **4. Plan** 5. Accoms/Supports 6. Documentation 7. Review

Plan Details step 4 of 7



\*What kind of accommodation plan does the examinee have?

- ☐ IEP ⓘ
- ☐ 504 ⓘ
- ☐ Official Accommodations Plan ⓘ
- ☐ Exceptions Statement ⓘ

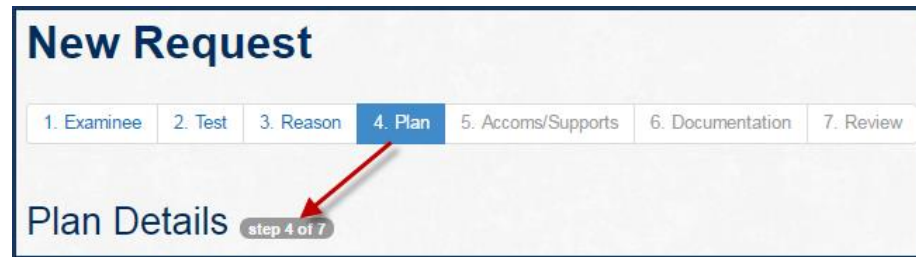


# 1. Submitting Requests in TAA: Plan Details

**New Request**

1. Examinee 2. Test 3. Reason **4. Plan** 5. Accoms/Supports 6. Documentation 7. Review

Plan Details step 4 of 7



\*Does the examinee receive English Learner supports at school?

☒ Yes

☐ No

# 1. Submitting Requests in TAA: Requested Accommodations and Supports

8. Click the radio button(s) to request specific accommodations, or type in a request.

## Requested Accommodations Step 5 of 7

- Click all Setting & Location Accommodations that apply.
  - preferential seating – school provides
  - standing, walking or pacing
  - administration from home or care facility
  - background music/noise buffers (auditory calming)
  - individual test administration (room to self)
  - special lighting
  - adaptive/special furniture
  - modified acoustics (FM system)
  - food/drink/medication in the test room
  - wheelchair access
- Click all Response & Navigation Accommodations that apply.
  - scribe
  - speech to text
  - SMA (student marks answers in booklet)
  - keyboard navigation
- Click one of the Presentation & Formats, if it applies.
  - reader (human)
  - pre-recorded audio
  - computer (essay or short answer for paper testing only)
  - Braille/raised line drawings
  - large type test booklet and answer sheet
  - American Sign Language for instructions only
  - Exact English Sign Language for test items
- Click on the radio button next to one of the Timing Accommodations.
  - TC 1 – standard time (one session, one day)
  - TC 2 – double time (over multiple days)
  - TC 3 – triple time (over multiple days)
  - TC 5 – stop the clock breaks (one day), or
  - TC 5 – standard Time (over multiple days)
  - TC 6 – time-and-one-half, self-paced (one session, one day)
  - TC 7 – time-and-one-half (over multiple days)
  - TC 8 – extended time on essay/constructed response only
- Type in specific accommodations in the other accommodations window if the examinee's accommodation(s) does not appear on the above list.
- Click the **Save and Continue** button.

Save and Continue ➔

# 1. Submitting Requests in TAA: Uploading Documentation

## 9. Upload documentation.

### Documentation Step 6 of 7

- Click the link to the Accommodation Documentation Guidelines for more information.

[Download Accommodation Documentation Guidelines](#)

- Click the **Choose File** button to upload documentation for the following categories:
  - IEP, 504, or official accommodations plan
  - physician diagnosis
  - complete evaluation
  - other documentation

IEP, 504 or Official Accom Plan ⓘ

**Choose File** No file chosen **Upload**

- Navigate to the document.
- Click on the document to select it.
- Click the **Open** button.

File name:  Custom Files

**Open** **Cancel**

- Click the **Upload** button.

IEP, 504 or Official Accom Plan ⓘ

**Choose File** Sample IEP pages.docx **Upload**

- Repeat the steps above to attach more documents, as needed.
- Click the **View** icon to review an uploaded document, if necessary.
- Click the **Delete** icon to delete an uploaded document, if necessary.

IEP, 504 or Official Accom Plan ⓘ

Sample IEP pages.docx	09/06/2014	<b>View</b> <b>Delete</b>
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- Click the **Save and Continue** button.

**Save and Continue** ➤

# 1. Submitting Requests in TAA: Reviewing and Submitting the Request

10. Review the request, acknowledge that the information provided is accurate and you have a signed release of information on file at school, and print a copy of the request.

## Review Step 7 of 7

*Note: Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.*

← Previous


- Review the examinee details.
- Review the testing information.
- Review the diagnosed disabilities.
  - Click on the **Edit Diagnosed Disabilities** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the **Review** screen.
- Review the plan details.
  - Click on the **Edit Plan Details** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the Review screen.
- Review the requested accommodations.
  - Click on the **Edit Requested Accommodations** button to make edits, if needed.
  - Click the **Save and Continue** button to get back to the **Review** screen.
- Review the required documentation.
  - Click on the **Edit Required Documentation** button to delete the documentation that is uploaded and upload new documentation, if needed
  - Click the **Save and Continue** button to get back to the **Review** screen
- Click on the **Print** button at the top of the page to print the request.
- Scroll down and click the check box to acknowledge that all information is accurate to the best of your knowledge.
- Click on the signed release link.
- Print the release.
- Get a parent, or the examinee if 18 or older, to sign the release, or a school official may sign the release with parent consent. Keep the signed release on file at school.
- Close the **Consent to Release Information to ACT** form by clicking on the "x" to close the file.
- Click the **Submit** button to complete the request. You will see an on screen confirmation.

## Confirmation

Your request has been successfully submitted.

- Click the **Print** button to print the **Confirmation** page.

## 2. Decision Notification



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Dear DIANE PEDEN,  
You are receiving this email because the request for ACT-Approved Accommodations on the ACT® college readiness assessment for ROCCO DOG was successfully submitted.

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**Accommodations Decision Notification**  
Within 15 business days, you will receive an email with instructions for viewing an *Accommodations Decision Notification* for this request. The notification will list accommodations approved and/or not approved as applicable. If requested accommodations were not approved, as indicated on the notification, you may submit additional documentation for reconsideration by ACT.

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**Contacting Us**  
If you have questions, you may:

- Call us at 800.553.6244, ext. 1788, or
- Email us at [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)

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Thank you,  
ACT Test Accommodations

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500 ACT Dr Iowa City, Iowa

### 3. Requesting Reconsideration

## Request History for MATTHEW SMITH

Download, view, and print the Decision Notification, OR edit a request to submit for reconsideration.  
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

### State Student ID

\*State Student ID  Update State Student ID

OR

### ACT ID

\*ACT ID  Update ACT ID

### Assign Test Administration

Associated Test Administrations : The ACT - February 2017 National, The ACT - April 2017, National, The ACT - June 2015

Test Administrations:  Assign Test Administration

### Requests

Index	Test	Accommodations/Supports Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	Reader (Human) TC 3 - Triple Time (over multiple days)	Approved	11/16/2016	Katie Featherston	<div><button>Download Decision Notification</button> <a href="#">Decision Document History</a> <button>Edit for Reconsideration</button></div>

## 4. Searching by Status of Requests

TAA PIN	State Student ID	ACT ID	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By

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### Statuses of Requests

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All saved requests are stored in TAA. On the Home page of TAA, the Status possibilities are:

- **Action Required:** These requests have not yet been submitted.  
*Note: ACT cannot access or review a request while it is in Action Required Status.*
- **In Review:** These requests have been submitted and are under ACT review.
- **Partially Approved:** These requests have been reviewed, but only part of what was requested, is approved.
- **Approved:** These requests have been reviewed, and all of what was requested, is fully approved.
- **Not Approved:** These requests have been reviewed, but none of what was requested could be approved.
- **Reconsider:** These requests have been submitted for reconsideration and are under ACT review.

## 4. Completing an Advanced Search

### Conducting an Advanced Search in TAA

You may conduct an advanced search for all requests submitted between specific dates using these steps.

1. Click on the **Advanced Search** link.

Advanced Search

2. Using the dropdown menu under **Test**, select the ACT.
3. Using the dropdown menu under **Test Date**, select your test date.
4. Type in the month, date, and year in the **Submitted Date From** field.
5. Type in the month, date, and year in the **Submitted Date To** field.

Advanced Search

2. Test

3. Test Date

4. Submitted Date From

MM/DD/YYYY

5. Submitted Date To

MM/DD/YYYY

6.

7.

6. Click the **Search** button.
7. Click the **Clear** button to start a new advanced search.

Refer to the *Download Search Results* below for instructions to save this information in an Excel file.



## 4. Completing an Advanced Search: Download Search Results

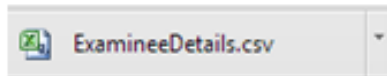
### Download Search Results

After completing a search, you may download the search results.

1. Click the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)

Download Search Results

2. Click on the `ExamineeDetails.csv` file in the lower left corner of the screen to view the Excel file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOMM	FIRST_NA	LAST_NA	MIDDLE_I	TEST_NA	APPROVEI	NOT_APPI	INREVIEW	INCOMPLETE	ACCOMMODATIONS						
2	JJZDP1DX	JOHN	SMITH	M	The ACT			Reader (Human)	TC 3 - Triple Time (over multiple days)	Preferential seating - School provides						

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## 5. Common Missteps

1. Request will violate constructs being tested (e.g. translated test questions)
2. Missed deadline for requesting approval
3. Documentation does not support
  - ❖ Requested accommodation is not included on the plan
  - ❖ Requested accommodation not supported by diagnosis/categorization (e.g. OHI/ADHD – Human Reader)
4. Incompatible accommodations requested (e.g. Small group and Stop the clock breaks)

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## 6. Late Consideration

- Complete the Late Consideration Form
- Criteria:
  - Newly Enrolled or Classified
  - Newly Identified Disability or EL status
  - Medical Emergency
- Submit request in TAA
  - Upload the completed late consideration form under Other Documentation

## 7. Ordering Practice Materials

– Alternate format practice materials:

<http://www.act.org/content/dam/act/unsecured/documents/Alt-Format-Practice-Tests-Order.pdf>



### Order Form for Alternate Format Practice Tests

Use this form to place an order for the ACT® college readiness assessment format(s) that match the format(s) you will request for your students for the actual administration. The items you order are **free**. These alternate formats may be checked out by students or used to simulate a practice session in school. Keep them at your school until they are no longer in usable condition.

With each format ordered, you will receive a copy of *Preparing for the ACT Special Testing*. This booklet includes the scoring keys and a large type (18-pt.) Writing Test, which you may read verbatim to students. Students who will test with a regular type test booklet should download *Preparing for the ACT*, which also includes a Writing Test, from [www.actstudent.org](http://www.actstudent.org).

Please complete the form accurately and legibly to avoid delays in receiving your materials.  
Please indicate which item you are ordering by marking the item box.  
If you select an item without specifying the quantity, you will receive only one copy of that format.

Item	Quantity	
<input type="checkbox"/>	<input type="checkbox"/>	<b>DVDs</b> —includes a regular type booklet and DVD Usage Guidelines (0111651PKT)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Braille</b> (including Raised Line Drawings)—includes a regular type booklet (01117711KT) <input type="checkbox"/> <b>Braille Writing Booklet</b> —for Braille users taking the ACT Plus Writing (01117709W)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Raised Line Drawings</b> (for use only by students requiring oral presentation) (01117311KT) IF YOU CHOSE BRAILLE, DO NOT MARK THIS BOX.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Large Type Booklet</b> —includes a large type worksheet (01117511KT)

**Ship to:** Please print or type. All fields are required unless stated otherwise.

Name and Title (if applicable)

Institution Name (if applicable; if not, check box below.)

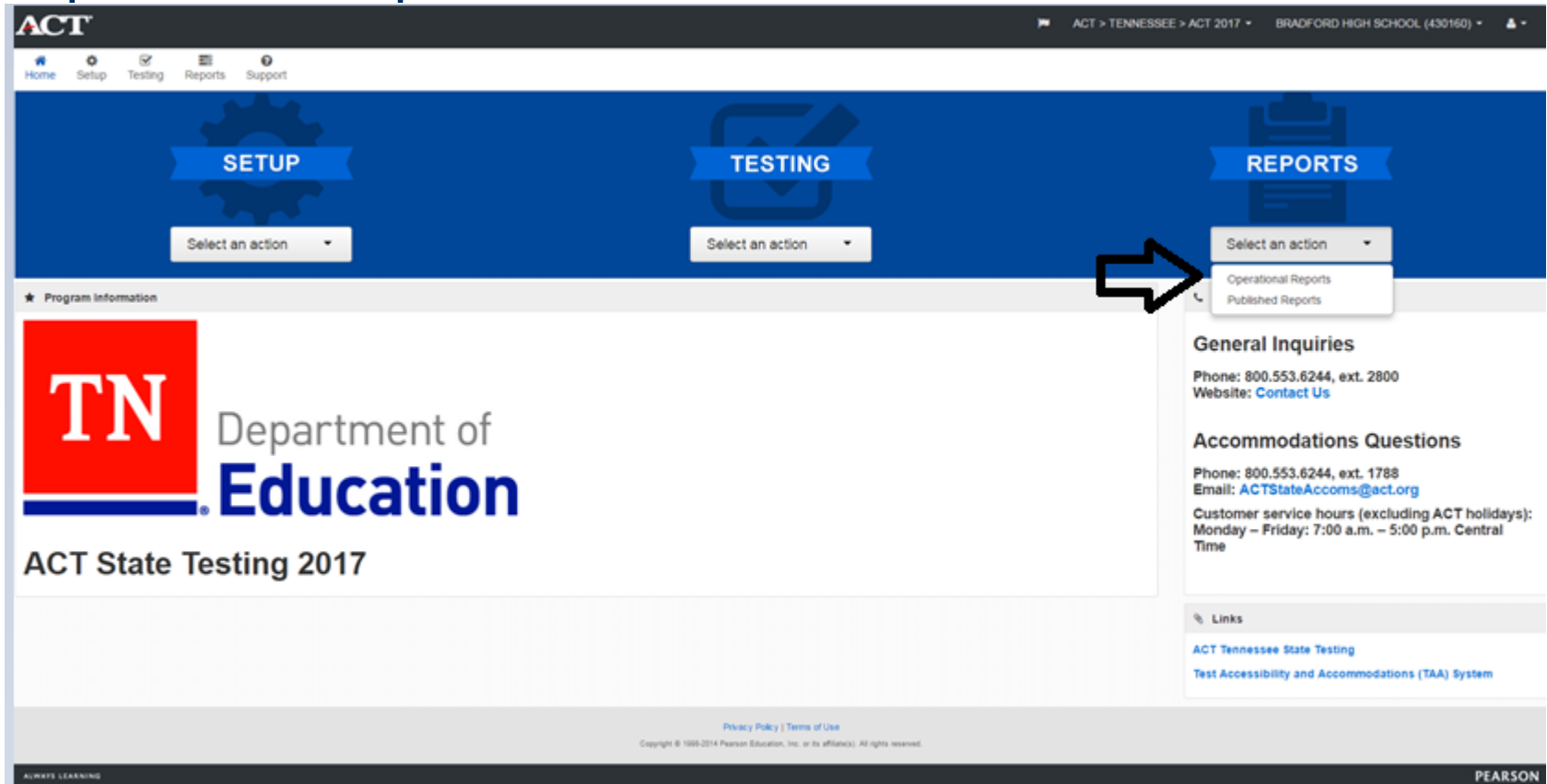
☐ I am ordering as an individual (e.g. parent), not for a school.

**Fax your order to:**

**ACT**  
**319.337.1221**

## 8. TAA PIN Report

In PANext, under reports, click on select an action, then click on operational reports.



The screenshot displays the ACT PANext web application interface. At the top, a navigation bar includes the ACT logo and user information: "ACT > TENNESSEE > ACT 2017" and "BRADFORD HIGH SCHOOL (430160)". Below this is a secondary navigation bar with icons for Home, Setup, Testing, Reports, and Support. The main content area features three large blue buttons: "SETUP", "TESTING", and "REPORTS". Each button has a "Select an action" dropdown menu. A large black arrow points to the "REPORTS" dropdown menu, which is open, showing two options: "Operational Reports" and "Published Reports". The left sidebar contains "Program Information" for the "TN Department of Education" and "ACT State Testing 2017". The right sidebar includes "General Inquiries" with contact information, "Accommodations Questions" with contact details and hours, and a "Links" section with links to "ACT Tennessee State Testing" and "Test Accessibility and Accommodations (TAA) System". The footer contains the ACT logo, copyright information, and the Pearson logo.

## 8. TAA PIN Report

- On the left hand side below report categories, checkmark student & registration. Then click on Student Tests with TAA PIN

The screenshot displays the ACT Operational Reports interface. On the left, under 'Report Categories', the 'Students & Registrations' option is selected and indicated by a white arrow. The main content area, titled 'Students & Registrations', lists several reports. The 'Student Tests with TAA PIN' report is circled in black. The top navigation bar includes the ACT logo, 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The top right corner shows the navigation path 'ACT > TENNESSEE > ACT 2017' and the school name 'BRADFORD HIGH SCHOOL (430160)'.

**Report Categories**

- ☐ Organization
- ☒ Students & Registrations
- ☐ Online Testing
- ☐ Orders & Shipment Tracking
- ☐ Users

**Students & Registrations**

- [Irregularity Summary](#)  
Irregularity reason counts by organization and test
- [Irregularity Detail](#)  
Report of irregularities for student tests
- [Student Tests with TAA PIN](#)  
List of all student tests with TAA PIN Code
- [Student Counts](#)  
Display the number of enrolled and registered students by organization.
- [Student Org Enrollment Report](#)  
Student Org Enrollments by date
- [Students Enrolled but not Registered for Test Administration](#)  
List of all students that are enrolled for a test administration but are not registered.
- [Student Registrations Report](#)  
Student Registrations By Test Admin
- [Student Registration Summary](#)  
Students Registrations by Test
- [Students Registered but not Assigned to a Test](#)  
List of all students that are registered for a test administration but do not have any student tests assigned to them

## 8. TAA PIN Report

- The filtered organization is already determined (selected on the top right hand corner). On the drop down menu for test select The ACT. Under the accommodation status select retrieved then refresh report and download the report.

**ACT** ACT > TENNESSEE > ACT 2017 BRADFORD HIGH SCHOOL (430160)

Home Setup Testing Reports Support

### Operational Reports

#### Student Tests with TAA PIN

List of all student tests with TAA PIN Code

No report available. To obtain report, please use the Request Report Refresh option below

[Request Report Refresh](#)

**Report Parameters**

**Organization**  
BRADFORD HIGH SCHOOL (430160)

**Test Administration**  
ACT > TENNESSEE > ACT 2017

**Filtered Organization**  
BRADFORD HIGH SCHOOL (430160)

**Test**  
The ACT

**Accommodation Status**  
Retrieved

This report will be queued for processing and could take several minutes to complete.

[Refresh Report](#)

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## ACT Contact Information and Resources

- Phone: 800.553.6244, ext. 1788
- Email: [ACTStateAccoms@act.org](mailto:ACTStateAccoms@act.org)